



501 PR343: Procurement Approvals

Web Based Training



Welcome

Welcome to Cardinal Training!

This training provides employees with the skills and information necessary to use Cardinal. It is not intended to replace existing Commonwealth and/or agency policies.

In this course, we will show you Procurement approvals.

These training materials include diagrams, charts, screenshots, etc., that clarify various Cardinal tasks and processes. The screenshots are taken from Cardinal and show pages that not all users can access. They are included here so you can see how your specific responsibilities relate to the overall transaction or process being discussed. See your agency's Security Handbook, located on the Cardinal website, for a list of available roles and descriptions.





Course Objectives

After completing this course you will be able to:

- Understand the Regular Requisition Approval Process
- Understand the WebIMS Requisition Approval Process
- Understand the Purchase Order and Change Order Approval Process
- Understand Strategic Sourcing Event Collaboration
- Understand the PCard Approval and ISSP Approval Process
- Understand the Procurement Contract Approval Process





Course Topics

This course includes the following lessons:

- Lesson 1: Regular and WebIMS Requisition Approval
- Lesson 2: Purchase Order and Change Order Approval
- Lesson 3: Strategic Sourcing Event Collaboration
- Lesson 4: PCard Approval and ISSP Approval
- Lesson 5: Procurement Contract Approval



Lesson 1: Requisition Approval

This lesson covers the following topics:

- Procurement Approvals Overview
- Regular and WebIMS Requisitions
- Requisitions Approval Workflow
- Regular and WebIMS Requisition Approval Steps



Procurement Overview

The Procurement functional area of Cardinal includes four modules.

Purchasing

The Purchasing module includes the buying of goods and services (Procurement) by creating and processing requisitions, purchase orders (PO), receipts, Procurement Card (PCard), and Integrated Supply Services Program (ISSP) transactions.

eProcurement

Like Purchasing, the eProcurement module provides for Procurement but is web-based. It is similar to an online shopping cart experience for users requesting goods and/or services.

Strategic Sourcing

The Strategic Sourcing module allows users to create and award bids / proposals to purchase orders or contracts.

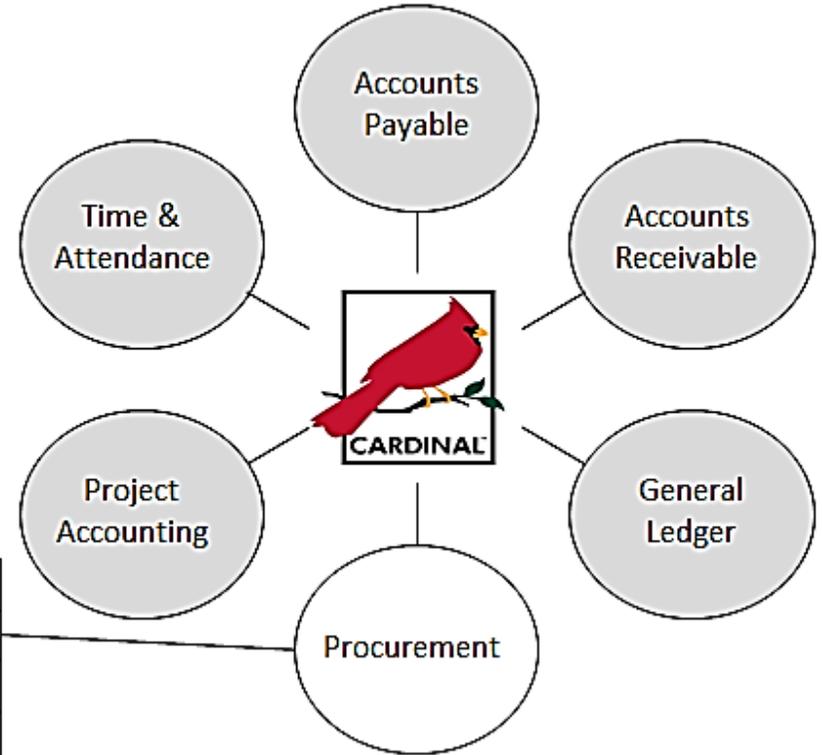
Procurement Contracts

The Procurement Contracts module builds, manages, and archives all Cardinal contract related information.

Modules

	Purchasing	
	eProcurement	
	Strategic Sourcing	
	Procurement Contracts	

Cardinal Functional Areas





Requisition Approval

A request for approval is triggered when a user (Purchase Requisition Processor) submits a regular or WebIMS restock requisition for approval. The approval steps for regular and WebIMS restock requisitions are the same.

Cardinal sends each Approver an e-mail notification when a requisition is ready for approval processing. Requisitions that require approval processing also appear on the Approver's worklist.

The Approver can approve the requisition from the **Worklist** link, from the **Email Notification** link, or from the **Manage Requisition Approvals** page.



Requisition Approval (continued)

Requisitions require two levels of approval:

Supervisor: The Purchase Requisition Requestor's Supervisor is the first level of approval, unless the requisition is entered by the requestor's supervisor. This Approver can approve or deny the requisition.

- If the requisition is entered by the Requestor's Supervisor, it goes to that Supervisor's Supervisor for approval. If the requisition is not approved within 48 hours, workflow routes the requisition to the next level supervisor.
- Approvers can add other relevant users as ad-hoc approvers or reviewers.



Requisition Approval (continued)

Procurement Manager: Once the first level (Supervisor level) approves the requisition, the requisition routes to the Procurement Manager for approval. This Approver can approve or deny the requisition.

- Procurement Managers are part of a pooled approvers list. A requisition that requires approval at the second level of approval is directed to all of the Approvers in that pool. Any Approver in the pool can take action on the requisition; the requisition approval appears on all of their worklists. When one of the Approvers completes an action (e.g., approve, deny, etc.) on the requisition, it is removed from all of the Approvers' worklists on that level since it has been worked.
- If the requisition is not approved within 48 hours, the approval request times out at the second level (Procurement Manager) and routes to the Senior Procurement Manager. This approver can choose to approve or deny the requisition.
- Approvers also have the ability to add other relevant users as ad-hoc approvers or reviewers.
- Procurement Managers are required to insert the Buyer as a Reviewer before clicking the **Approve** button. Adding the Buyer as a Reviewer is a means to assign the Requisition to be worked on as a PO or Sourcing Event.
- After final approval, the Purchase Requisition Processor user who entered the requisition (**Entered By**) receives an email notification, as well as a worklist item, showing the approval. The same is also sent to the Requisition Requestor.



WebIMS Requisition Types

The following are categorized as WebIMS Requisition Types:

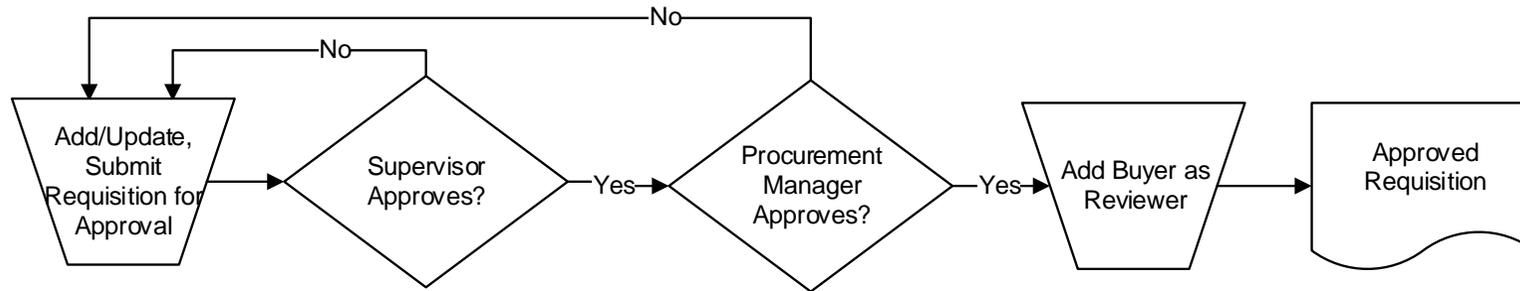
- Inventory Issuance Requisitions
 - External Sales – Non-State Agency
 - External Sales – State-Agency
 - Work in Progress (WIP)
- Inventory Restock Requisitions

Issuance requisitions (External Sales and Work in Progress) do not route through the workflow approval process. They are automatically approved once the **Submit for Approval** button is clicked by the Storekeeper.

Restock requisitions route through the workflow approval process and follow the same process as regular requisitions.



Requisition Approval Workflow



Regular and WebIMS restock requisitions created by a user in Cardinal can be approved either from the **Worklist** link, **Email Notification** link, or the **Manage Requisition Approvals** page. You can access your worklist from your **Home** page or using the following navigation path:

Main Menu > Worklist > Worklist



Requisition Approval Steps

Steps to approve a requisition from the worklist are:

- Click on the hyperlink to access the requisition you wish to review and approve.
- Select the line(s) you need to review and click the **View Line Details** button to see additional details.
- Click **Review/Edit Approvers** to view and/or edit selected Approvers or Reviewers.
- Two options are available for the requisition:
 - Approve, click the **Approve** button.
 - Deny, click the **Deny** button. The Approver must add comments if denied. The user (Entered By) is notified by email and worklist item, and given the option to cancel or modify and re-submit. An e-mail is also sent to the Requisition Requestor. If a denied requisition is subsequently edited, saved, and re-submitted, it will go through the approval process again.

The status of a requisition can be viewed on the **Manage Requisition Approvals** page which can be accessed using the following path:

Main Menu > Purchasing > Requisitions > Manage Requisition Approvals



Requisition Approval Steps (continued)

CARDINAL Home | Worklist

Favorites | Main Menu > Worklist > Worklist

New Window ? Help

Worklist for STACY.MCCRACKEN: McCracken, Stacy (VDOT)

Detail View Work List Filters: [] Feed

From	Date From	Work Item	Worked By Activity	Priority	Link		
Hall, Mike (VDOT)	04/22/2013	Approval Routing	Approval Workflow	2-Medium	Requisition, 280057, 50100, 1901-01-01, N, 0, BUSINESS UNIT:50100, REQ ID:0002040320	Mark-Worked	Reassign
Hall, Mike (VDOT)	04/18/2013	Approval Routing	Approval Workflow	2-Medium	PurchaseOrder, 171571, 50100, 1901-01-01, N, 0, BUSINESS UNIT:50100, PO ID:0001056490	Mark-Worked	Reassign
Hall, Mike (VDOT)	04/11/2013	Approval Routing	Approval Workflow	2-Medium	PurchaseOrder, 171551, 50100, 1901-01-01, N, 0, BUSINESS UNIT:50100, PO ID:0001056486	Mark-Worked	Reassign
Hall, Mike (VDOT)	04/10/2013	Approval Routing	Approval Workflow	2-Medium	PurchaseOrder, 171541, 50100, 1901-01-01, N, 0, BUSINESS UNIT:50100, PO ID:0001056482	Mark-Worked	Reassign
Hall, Mike (VDOT)	04/09/2013	Approval Routing	Approval Workflow	2-Medium	PurchaseOrder, 171531, 50100, 1901-01-01, N, 0, BUSINESS UNIT:50100, PO ID:0001056488	Mark-Worked	Reassign
SCOTT, LINDA	04/03/2013	Approval Routing	Approval Workflow	3-Low	VoucherApproval, 238867, 50100, 1901-01-02, N, 0, BUSINESS UNIT:50100, VOUCHER ID:00146155, RDC:RA,0,A	Mark-Worked	Reassign



Requisition Approval Steps (continued)

Home | Worklist

[Favorites](#) | [Main Menu](#) > [Worklist](#) > [Worklist](#)

Requisition Approval

Business Unit: 50100
Requisition ID: 0002040320
Requisition Name: Cardinal Training
Requester: [Hall, Mike \(VDOT\)](#)
Entered on: 04/22/2013
Status: Pending **Total Amount:** 176,800.00 USD
Priority: Medium

Requester's Justification:
 Requesting Construction Consulting services for a period of 1 year.
 Current contract expires this June and a new contract needs to be put in place.
 MJH 4/20/13

[View printable version](#)

Line Information

Line	Item Description	Vendor Name	Quantity	UOM	Price	USD
1	CONSTRUCTION CONSULTING CONS...	S&ME INC-001	2,080.0000	HUR	85.00000	USD

[Select All / Deselect All](#)

Review/Edit Approvers

Enter Approver Comments

[Return to Worklist](#)



Requisition Approval Steps (continued)

Requisition Approval

Business Unit: 50100
Requisition ID: 0002040320
Requisition Name: Cardinal Training
Requester: [Hall, Mike \(VDOT\)](#)
Entered on: 04/22/2013
Status: Pending **Total Amount:** 176,800.00 USD
Priority: Medium

Requester's Justification:
Requesting Construction Consulting services for a period of 1 year.
Current contract expires this June and a new contract needs to be put in place.
MJH 4/20/13

[View printable version](#)

Line Information

Review/Edit Approvers

Req for Supervisor Action

← MJH:Pending

Req - Requester's Supervisor

Pending

⌚ [McCracken, Stacy \(VDOT\)](#) -
Requester's Supervisor

Req for Procurement Mgr Action

← MJH:Awaiting Further Approvals

Req - Procurement Manager

Not Routed

[Multiple Approvers](#) -
Approval Assignment to Buyer

Enter Approver Comments

[Return to Worklist](#)



Requisition Approval Steps (continued)

CARDINAL
Favorites | Main Menu > Purchasing > Requisitions > Add/Update Requisitions

View Approvals

Business Unit: 50100 **Number of Lines:** 1
Requisition ID: 0002058861 **Total Amount:** 8,233.00 USD
Requisition Name: 0002058861
Requested For: Hall, Mike (VDOT)
Status: Pending

Req for Supervisor Action

Req - Requester's Supervisor

Req - Requester's Supervisor: Pending (McCracken, Stacy (VDOT)) → **+** → Not Routed (Sartini, Tim N. (VDOT) - Inserted Approver) → **+**

Req for Procurement Mgr Action

Req - Procurement Manager

Req - Procurement Manager: Not Routed (Multiple Approvers - Approval Assignment to Buyer) → **+**

Apply Approval Changes
Return

To add an Approver or Reviewer, click the green plus sign.

The selected user is inserted into the approval flow as shown.

https://finsitweb.covtest.virginia.gov/psc/finsit_2/EMPL...

Insert additional approver or reviewer

Choose an approver or reviewer to insert

User ID: TIM.SARTINI Sartini, Tim N. (VDOT)

Insert as: Approver
 Reviewer

Insert Cancel



Requisition Approval Steps (continued)

If **Multiple Approvers** are noted, click on the hyperlink to view a list of Approvers. The requisition will be listed on each Approver's Worklist for them to take action.

Once approved by an Approver, the requisition will fall off all the other Approvers' worklists and route as assigned.

Start New Path

Requisition 0002058861:Awaiting Further Approvals

Reg - Procurement Manager

Not Routed

Multiple Approvers

Approval Assignment to Buyer

Approver #1	
Name:	Mike Hall
Empl ID:	
Department:	10003
Supervisor ID:	
Telephone:	
Reports To Position Number:	08687
Email ID:	@vdot.virginia.gov
Approver #2	
Name:	Tim Sartini
Empl ID:	
Department:	10003
Supervisor ID:	
Telephone:	
Reports To Position Number:	22892
Email ID:	@vdot.virginia.gov
Approver #3	
Name:	Johnny Bgood
Empl ID:	



Requisition Approval Steps (continued)

Home | Worklist

Favorites | Main Menu > Worklist > Worklist

Requisition Approval

Business Unit: 50100
Requisition ID: 0002040320
Requisition Name: Cardinal Training
Requester: [Hall, Mike \(VDOT\)](#)
Entered on: 04/22/2013
Status: Pending **Total Amount:** 176,800.00 USD
Priority: Medium

Requester's Justification:
Requesting Construction Consulting services for a period of 1 year.
Current contract expires this June and a new contract needs to be put in place.
MJH 4/20/13

[View printable version](#)

Line Information

[Select All / Deselect All](#)

Line	Item Description	Vendor Name	Quantity	UOM	Price
<input type="checkbox"/>	1 CONSTRUCTION CONSULTING CONS...	S&ME INC-001	2,080.0000	HUR	85.00000 USD

Review/Edit Approvers

Enter Approver Comments

[Return to Worklist](#)



Requisition Approval Status

The status of a requisition can be seen on the **Add/Update Requisitions** page which can be accessed using the following path:

Main Menu > Purchasing > Requisitions > Add/Update Requisitions

Maintain Requisitions

Requisition

Business Unit: 50100 *WebIMS Req Type: Inv Issue Status: Approved

Requisition ID: 0002063751

Requisition Name: 0002063751

Header

*Requester: MIKE.HALL Hall, Mike (VDOT)

*Requisition Date: 08/05/2013

Origin: ONL Online Input

*Currency Code: USD Dollar

Amount Summary

Total Amount: 8,233.00 USD

Line

Line	Item	Description	Quantity	*UOM	Category	Price	Merchandise Amount	Status
1	7754577327	SALT, SODIUM CHLORIDE, FOR ROAD MAINTENANCE SALT, SODIUM CHLORIDE, BULK	100.0000	LTN	7754577	82.33000	8,233.00	Approved

View Approvals

*Go to: ...More...

Save Return to Search Notify Refresh Add Update/Display



Simulation: Approving Requisitions

You are now about to view a simulation entitled **Approving Requisitions**. Click the Cardinal logo below to start the simulation.





Lesson 1: Summary

In this lesson, you learned:

- The Procurement Approvals Process
- Regular and WebIMS Requisitions
- The Requisitions Approval Workflow
- Regular and WebIMS Requisition Approval Steps



Lesson 2: Purchase Order and Change Order Approval

This lesson covers the following topics:

- Purchase Order Approval Process
- Change Order Approval Process



Purchase Order and Change Order Approval

Purchase Order Approval:

A request for approval is triggered when a Buyer submits a purchase order (PO) for approval. Only POs created directly in Cardinal require approval. POs created from a requisition, SiteManager, or eVA do not require approval.

Cardinal sends each Approver an email notification when a PO is ready for approval. Cardinal also sends a reminder e-mail to the Supervisor if the PO is not worked within 24 hours. All POs that require approval processing also appear on the Approver's worklist.

POs can be accessed online from the **Worklist** link or **Email Notification** link. By clicking on the hyperlink in the worklist or notification email the Supervisor can review the PO, and then choose to approve or deny it.

Change Order Approval:

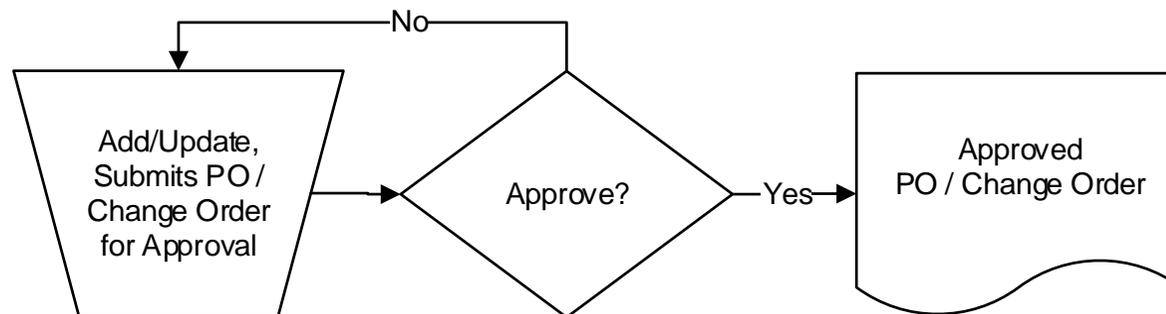
Any change to a PO that affects the **Quantity**, **Price**, or **Ship To** fields are called Change Orders. Change orders require approval.



Purchase Order Approval

The approval process for a Purchase Order depends on how the PO was created:

- **POs created in Cardinal** are approved by the Buyer's Supervisor. This is referred to as one level of approval. The Supervisor can approve, deny, or hold the PO.
 - Cardinal sends a reminder e-mail if the PO is not worked within 24 hours.
 - If a PO is not approved within 48 hours, workflow routes the PO to the Supervisor's Supervisor. The Supervisor's Supervisor can approve, deny, hold, or push back the PO.
 - The Buyer receives an email notification if the PO is approved.
- **POs created from a Cardinal requisition** do not need approval since they have already been approved during the requisition process.
- **POs created through the SiteManager or eVA interface** do not need approval in Cardinal. These POs were approved in the Source system.





Purchase Order Approval (continued)

Purchase orders created by a user in Cardinal can be approved from the **Worklist** or **Email Notification** link. If a PO is changed, the changes may trigger the PO to need re-approval. This changed PO will follow the same approval process as the initial PO. This change to a PO is referred to as a change order. To approve POs and change orders you can access your worklist from your **Home** page or using the following navigation path:

Main Menu > Worklist > Worklist

Steps to approve a PO or change order from the worklist are:

- Click on the hyperlink to access the PO you wish to review and approve.
- Select the line(s) you need to review and click the **View Line Details** button to see additional details.
- Click **Review/Edit Approvers** to view and/or edit selected Approvers or Reviewers.
- Three options are available for the PO:
 - Approve, click the **Approve** button.
 - Deny, click the **Deny** button. The Approver must add comments if denied. The user (Entered By) is notified by email and worklist item, and given the option to cancel or modify and re-submit. An e-mail is also sent to the PO Requestor. If a denied PO is subsequently edited, saved, and re-submitted, it will go through the approval process again.
 - Hold, click the **Hold** button. Placing it on hold reserves it for later action. The hold feature prevents other approvers from taking action on the item. The item will not time out while on hold.



Purchase Order Approval (continued)

Purchase Order Approval

Business Unit: 50100
 PO ID: 0001056490
 PO Total: 5,661,072.41 USD
 Vendor ID: 0000034409 Telvent USA LLC
 Buyer: MIKE.HALL
 PO Reference: NORTHERN REGION TOC OPERATIONS

PO Status: Pend Appr
 PO Date: 04/18/2013

Justification:
 Inserted Line 2 "TASK ORDER # 1" for Bristol project. Value of TO is \$61,072

Review Lines

Select	Line	Item Description	Quantity	UOM	Price	Merchandise Amount	Currency
<input type="checkbox"/>	1	NORTHERN REGION TOC	1.0000	EA	5,600,000.00000	5,600,000.00	USD
<input type="checkbox"/>	2	TASK ORDER # 1	1.0000	EA	61,072.41000	61,072.41	USD

Select All / De-select All

[View Lines Details](#)

Review / Edit Approvers

PO/CO for Supervisor Action

Purchase Order 0001056490: Pending [View/Hide Comments](#)
[Start New Path](#)

Buyer Supervisor for ChngOrd

Pending

[McCracken, Stacy \(VDOT\)](#) Buyer's Supervisor

[Comment History](#)

Approval Comments

[Approve](#) [Hold](#) [Deny](#)

[Return to Worklist](#)

[Approval History](#)



Change Order Approval

When the Buyer submits a change order and certain conditions are met the approval process may be triggered. However, SiteManager and eVA Purchase Order Change Orders are approved prior to being interfaced into Cardinal and therefore do not require further approval in Cardinal.

Cardinal sends the Approver an e-mail notification when a change order is ready for approval. All change orders that require approval appear on the Approver's worklist. Required levels of approval depend on the value of the change order and/or of the original PO. Cardinal sends a reminder e-mail if the Change Order is not worked within 24 hours.

Cardinal compares the originally approved PO amount to the new PO amount. If a PO is changed multiple times the difference is evaluated using the originally approved PO amount and all change orders that have been applied.



Change Order Approval (continued)

POs that have change orders attached to them go through a specific approval routing that depends on the difference between the originally approved PO amount, the change order amount, or if a line was added.

One Level Routing:

Change orders route to the Supervisor for approval when the:

- Original PO value is less than \$50,000 and the change is equal to or greater than 25% of the original PO value. (Original PO < \$50,000 and the change \geq 25% of original PO value)
- Original PO value is greater than \$50,000, the change is equal to or greater than 25% of the original PO value, and the change amount is less than \$50,000. (Original PO > \$50,000, the change \geq 25% of original PO value, and change amount < \$50,000)



Change Order Approval (continued)

Four Level Routing:

Change orders route to the Supervisor, Procurement Manager, Senior Procurement Manager, and Administrative Services Division (ASD) Director when the:

- Original PO value is between \$50,000 and \$199,999.99 and the change amount is equal to or greater than \$50,000. (Original PO \geq \$50,000 and $<$ \$200,000 and change amount \geq \$50,000)
- Original PO value is equal to or greater than \$200,000 and the change is equal to or greater than 25% of the original PO value. (Original PO \geq 200,000 and the change is \geq 25%)
- Procurement Managers (second level), Senior Procurement Managers (third level), and ASD Directors (fourth level) are part of a pooled approvers list. A change order that requires approval at the second, third and fourth level of approval is directed to all of the approvers in that pool for each respective level of approval. Any approver in the pool can take action on the change order; the change order appears on all of their worklists. When one of the Approvers completes an action (e.g., approve, deny, etc.) on the change order, it is removed from all of the Approvers' worklists on that level since it has been worked.

If none of the change order conditions are met, no routing or approvals are required for the change order.



Change Order Approval (continued)

The **Purchase Order Approval** page shows the approval status is for the purchase order and any subsequent change orders for that purchase order. You can access this page using your worklist on your **Home** page or using the following path:

Main Menu > Worklist > Worklist

Purchase Order Approval

Business Unit: 50100
PO ID: 0001005322
PO Total: 10,000,000.00 USD
Vendor ID: 0000003676 Parsons Brinckerhoff Construction Servic
Buyer: MIKE.HALL
PO Reference: HAMPTON ROADS-CONTR, 3 (2006)

PO Status: Pend Appr
PO Date: 01/31/2012

Justification: No justification entered by buyer.

Review / Edit Approvers

PO/CO for Supervisor Action

Purchase Order 0001005322: Pending

Buyer Supervisor for ChngOrd

Pending

McCracken, Stacy (VDOT)
Buyer's Supervisor

CO for Procurement MNGT Action

Purchase Order 0001005322: Awaiting Further Approvals

Chng Ord - Orig Val > 50000

Not Routed → **Not Routed** → **Not Routed**

Multiple Approvers (Procurement Manager Approval) → Sager, Alcinda 'Cindy' (VDOT) (Sr Procurement Mgr Approval) → Pride, Lisa M. (VDOT) (ASD Director Approval)

Approve Hold Deny

Return to Worklist Approval History



Simulation: Approving Purchase Orders

You are now about to view a simulation entitled **Approving Purchase Orders**. Click the Cardinal logo below to start the simulation.





Lesson 2: Summary

In this lesson, you learned:

- How to Approve a Purchase Order
- How to Approve a Change Order



Lesson 3: Strategic Sourcing Event Collaboration

This lesson covers the following topic:

- Strategic Sourcing Event Collaboration



Strategic Sourcing Event Collaboration

A request for collaboration is triggered when an event creator (Strategic Sourcing Buyer) invites one or several Collaborators to provide input for an event.

A Collaborator can be added at the beginning or at the end of an event to provide input.

Collaboration may be required for solicitations above the buyer's delegated authority. Each Collaborator completes their input following the routing sequence assigned to the event.

Cardinal sends an email notification to the first Collaborator set up in the routing sequence for the strategic sourcing event. This email notifies the Collaborator that their input has been requested for the event. Other Collaborators set up for the event receive a worklist and email notifications once the previous Collaborator(s) complete their analysis.

To learn more about Collaboration, please refer to the job aid titled **501 PR345: Strategic Sourcing Collaboration**.



Strategic Sourcing Event Collaboration (continued)

Each Collaborator provides input to the event by accessing it from their **Worklist** hyperlink, the **Email Notification** hyperlink, or from the **Analyze Events** page.

You can navigate to the **Analyze Events** page using the following path:

Main Menu > Sourcing > Maintain Events > Analyze Events

To provide input to the Strategic Sourcing event:

- Search for the event.
- Review all details on the **Analyze Total** and **Analyze Line** pages based on relevant policies.
- Click the **Analysis Complete** button. This completes your review and marks your collaboration as complete. Clicking this button also routes the event to the next Collaborator in the routing sequence assigned to the event, if applicable.
- If the due date has past and no action has been taken, an email notification and worklist item are sent to the event creator.



Strategic Sourcing Event Collaboration (continued)

[Favorites](#) | [Main Menu](#) > [Sourcing](#) > [Maintain Events](#) > [Analyze Events](#)

[New Window](#) [Help](#) [Customize Page](#) [http](#)

Analyze Total

Analyze Total [Analyze Line](#)
Business Unit: 50100 **Event ID:** 0000150098 **Round:** 1 **Version:** 1 **Event Name:** Test Collab 2
Event Format: Buy **Event Type:** RFx **Currency:** USD **End Date:** 07/12/2011 5:16PM EDT **Status:** Collaborating Bid Analysis **Go To:**

► Bid Analysis and Display Options

Analysis

Event Version Responded To:	1	1	1
Bid Number:	1	1	1
Total Bid Amount:	13,258.0000	12,750.0000	12,000.0000
Total Bid Cost	0.00	0.00	0.00
Total Event Score:	0.0000	0.0000	0.0000
Total Header Cost	0.00	0.00	0.00
Total Header Score:	0.0000	0.0000	0.0000

Bid Action
Reject Reason:
Award by Percent:
Hide Bid



Lesson 3: Summary

In this lesson, you learned:

- How to Collaborate on a Strategic Sourcing Event



Lesson 4: PCard and ISSP Approval

This lesson covers the following topics:

- PCard and ISSP Approval Steps
- Verifying PCard and ISSP Charges
- Setting up the PCard Verified Charges by User Pagelet



PCard and ISSP Approval

PCard and ISSP transactions are loaded into Cardinal daily from an electronic file that is sent in by the Vendor. The initial status of the transaction is **Staged**.

The Card Holder must reconcile each transaction, as soon as possible, to ensure timely approval by their Supervisor.

Additional information about PCard and ISSP reconciliations can be found the job aid titled **501 PR349: PCard / ISSP Reconciliation and Approvals**.

The screenshot shows the 'Reconcile Statement' window in the Cardinal software. The window title is 'Reconcile Statement' and the breadcrumb trail is 'Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement'. Below the title bar, there is a section for 'Procurement Card Transactions' with a checkbox for 'Run Budget Validation on Save'. The main area contains a table of transactions with columns for Employee Name, Trans Date, Merchant, Status, Transaction Amount, Budget Status, and Chartfield Status. The 'Status' column is highlighted with a red box, showing 'Staged' for all transactions. At the bottom of the window, there are buttons for 'Select All', 'Clear All', 'Stage', 'Verify', and 'Validate Budget', along with search and navigation options.

	Employee Name	Trans Date	Merchant	*Status	Transaction Amount	Budget Status	Chartfield Status
1	<input type="checkbox"/> BLANKENSHIP,TERESA	01/08/2013	POTOMAC PACKAGING LLC	Staged	348.00	Valid	Recycled
2	<input type="checkbox"/> BLANKENSHIP,TERESA	01/08/2013	SITA - THE SUPPLY ROOM AQ	Staged	85.32	Valid	Recycled
3	<input type="checkbox"/> BLANKENSHIP,TERESA	01/08/2013	SITA - THE SUPPLY ROOM AQ	Staged	154.56	Valid	Recycled
4	<input type="checkbox"/> BLANKENSHIP,TERESA	01/08/2013	SITA - THE SUPPLY ROOM AQ	Staged	176.74	Valid	Recycled
5	<input type="checkbox"/> BLANKENSHIP,TERESA	01/08/2013	SITA - THE SUPPLY ROOM AQ	Staged	234.38	Valid	Recycled
6	<input type="checkbox"/> BLANKENSHIP,TERESA	01/08/2013	SITA - THE SUPPLY ROOM AQ	Staged	438.12	Valid	Recycled
7	<input type="checkbox"/> BLANKENSHIP,TERESA	01/08/2013	SITA - THE SUPPLY ROOM AQ	Staged	1,961.36	Valid	Recycled
8	<input type="checkbox"/> BLANKENSHIP,TERESA	01/08/2013	SITA - THE SUPPLY ROOM AQ	Staged	5,559.22	Valid	Recycled
9	<input type="checkbox"/> BLANKENSHIP,TERESA	01/09/2013	TAMERAN GRAPHIC SYSTEMS	Staged	7,474.12	Valid	Recycled



PCard and ISSP Approval (continued)

A request for approval is triggered when a Card Holder changes a Card transaction status from **Staged** to **Verified**.

An alert on the **PCard Verified Charges by User** pagelet shows that the PCard transaction is ready for approval processing. All Card transactions that require approval processing appear on the pagelet.

Approvers should regularly refresh the pagelet to see which items they need to process for approval.

Cardinal does not automatically notify users when items are not approved. The Approver must notify the user of any items not approved in order to resolve the issue. Items not approved remain in **Staged** status until updated and approved, or deleted.

The Supervisor associated to the card makes the approvals on the **Reconcile Statement** page, which can be accessed using the transaction hyperlinks on the **PCard Verified Charges by User** pagelet.

You can navigate to the **Reconcile Statement** page using the following path:

Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

To learn more about processing PCard and ISSP transactions, please refer to the course titled **501 PR349: Managing PCard and ISSP Transactions**.



PCard Verified Charges by User Pagelet

Each Card Approver must set up the **PCard Verified Charges by User** pagelet to process card transaction approvals. The **PCard** pagelet contains both PCard and ISSP transactions with a status of **Verified**.

To set up the pagelet:

- From the **Home** page, click on **Personalize Content**.
- Click the checkbox for **PCard Verified Charges by User** to select it, then click **Save**.

Refresh and check the **PCard** pagelet daily and take appropriate action (i.e., approve or deny the transactions).

The screenshot shows the 'Personalize Content' interface. At the top is the 'CARDINAL' logo. Below it is the title 'Personalize Content'. There is a 'Welcome Message' field. The 'Choose Pagelets' section includes instructions: 'Simply check the items that you want to appear on your homepage. Remember to click "Save" when done.' The 'Arrange Pagelets' section has a 'Go to' link for 'Personalize Layout'. Under 'PeopleSoft Applications', there is a list of pagelets with checkboxes: 'myCardinal Messages', 'myCardinal Financials', 'PCard Verified Charges by User' (highlighted with a red box), and 'Menu - Classic'. At the bottom, there are 'Save' and 'Return to Home' buttons, and a 'Notify' button with a bell icon.



PCard and ISSP Approval (continued)

 Favorites | Main Menu

[Personalize Content](#) | [Layout](#)

PCard Verified Charges by User   

Name	Trans Date	Merchant	Sum Amount
Bristol.District	2011-01-04	MANAGEMENT CONSULTING INC	12105.6
Bristol.District	2011-01-04	MANAGEMENT CONSULTING INC	85.62
Bristol.District	2011-01-04	MANAGEMENT CONSULTING INC	126.91
Bristol.District	2011-01-04	MANAGEMENT CONSULTING INC	38.86
Tudor.Jacob	2011-01-27	PRSMOKE	69.48
Tudor.Jacob	2011-01-27	PRSMOKE	570



PCard and ISSP Approval (continued)

PCard and ISSP transactions require one level of approval:

- **PCard Supervisor or ISSP Manager:** The Supervisor(s) who is associated to the card (may not be the user's Supervisor) is the only level of approval.
 - This Approver can approve the transaction, dispute the amount if incorrect, or notify the user if there is an issue with the transaction.
 - The Approver must manually notify the PCard Holder when a PCard transaction is not approved. Cardinal does not generate an email to the PCard Holder. Users can also search for their transactions and review the status.



PCard and ISSP Approval (continued)

PCard and ISSP transactions are approved on the **Reconcile Statement** page, which can be accessed through **PCard Verified Charges by User** pagelet

You can navigate to the pagelet using the following path:

Main Menu > PCard Verified Charges by User (the pagelet can be accessed on the **Home** page as shown previously)

The following path is an alternative path to the **Reconcile Statement** page:

Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

Reconcile Statement										
Procurement Card Transactions										
Empl ID:		00138822800		Name:		BROWN,PAMELIA				
Card Number:		*****X0£*		Card Provider:		BAVI9				
<input type="checkbox"/> Run Budget Validation on Save										
Bank Statement										
Customize Find View All First 1-9 of 96 Last										
Transaction	Billing	ISSP	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status	Redistrib
1	<input type="checkbox"/>		04/26/2016	XEROX CORPORATION/RBO	Approved	53.76	USD	Valid	Valid	Yes
2	<input type="checkbox"/>		04/28/2016	VIRGINIA PUBLIC WORKS EQU	Verified	-325.16	USD	Valid	Valid	Yes
3	<input type="checkbox"/>		04/26/2016	VIRGINIA PUBLIC WORKS EQU	Approved	325.16	USD	Valid	Valid	Yes
4	<input type="checkbox"/>		04/15/2016	VIRGINIA PUBLIC WORKS EQU	Approved	-825.78	USD	Valid	Valid	Yes
5	<input type="checkbox"/>		05/02/2016	TMS SUPPLIES	Staged	1,255.00	USD	Valid	Recycled	No
6	<input type="checkbox"/>		04/20/2016	SQ *ADVANTAGE SEPTI	Approved	223.06	USD	Valid	Valid	Yes
7	<input type="checkbox"/>		04/20/2016	SQ *ADVANTAGE SEPTI	Approved	223.06	USD	Valid	Valid	Yes
8	<input type="checkbox"/>		04/20/2016	SQ *ADVANTAGE SEPTI	Approved	223.06	USD	Valid	Valid	Yes
9	<input type="checkbox"/>		04/18/2016	SQ *ADVANTAGE SEPTI	Approved	446.12	USD	Valid	Valid	Yes



PCard and ISSP Approval Steps

To approve a transaction:

- Click on the hyperlink for the transaction you wish to review in the **PCard Verified Charges by User** pagelet.
- Review all details based on relevant policies.
- There are two options:
 - Click on the **Approve** button to submit your approval.
 - If the transaction amount is incorrect, enter a dispute amount for the transaction.
 - On the **Billing** tab, enter the dispute amount in the **Dispute Amount** field.
 - Click the **Comment** icon on the **Transaction** tab to enter a detailed comment about the transaction. The comment should explain why the transaction is being disputed.
 - Set the transaction status to **Approved**.
- The Approver must manually notify the user of any items they do not approve in order to resolve the issue. Cardinal does not automatically notify users when items are not approved.

Approved transactions are transmitted to Accounts Payable and vendor payments are processed monthly for PCard and daily for ISSP. The agency pays the full amount and may later receive a credit from the vendor for any disputed amounts.



PCard and ISSP Approval Steps (continued)

CARDINAL

Favorites | Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

Display Unmasked Card Number
 Run Budget Validation on Save

Bank Statement Customize | Find | View 100 | First 64-72 of 169 Last

Transaction	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency				Budget Status	Chartfield Status
64	BAVI9	*****1350	12/19/2012	LAND L DELIVERY INC	Verified	23.05	USD				Valid	Valid
65	BAVI0	*****1341	12/19/2012	SHOP.MTS.COM	Verified	408.00	USD				Valid	Valid
66	BAVI0	*****4806	12/18/2012	VIRGINIA WASTE SERVICES I	Verified	177.00	USD				Valid	Valid
67	BAVI0	*****4806	12/18/2012	CALIBRATION SERVICES	Verified	1,843.19	USD				Valid	Valid
68	BAVI0	*****4806	12/18/2012	CALIBRATION SERVICES	Verified	238.00	USD				Valid	Valid
69	BAVI0	*****4806	12/18/2012	PERMATREAT PEST CONTROL -	Verified	55.00	USD				Valid	Valid
70	BAVI0	*****4806	12/18/2012	SCHNEIDER LABORATORIES IN	Verified	1,615.00	USD				Valid	Valid
71	BAVI0	*****4806	12/18/2012	PENNONI ASSOCIATES INC	Verified	832.88	USD				Valid	Valid
72	BAVI0	*****1341	12/18/2012	BATTERY BARN	Verified	70.00	USD				Valid	Valid

Select All Clear All

[Search](#) [Purchase Details](#) [Split Line](#) [Distribution Template](#)



Simulation: Approving PCard and ISSP Transactions

You are now about to view a simulation entitled **Approving PCard Transactions**. Click the Cardinal logo below to start the simulation.





Lesson 4: Summary

In this lesson, you learned:

- How to Process PCard and ISSP Approvals
- How to Verify PCard and ISSP Charges
- How to Set Up the PCard Verified Charges by User Pagelet



Lesson 5: Procurement Contract Approval

This lesson covers the following topics:

- Procurement Contract Approval Steps



Procurement Contract Approval

Procurement contracts entered in Cardinal require approval. A contract is ready for approval after the Purchasing Contracts Administrator has created the contract and reviewed it.

The Purchasing Contracts Administrator sets the procurement contract **Status** to **Approved** to allow transactions to be processed against the contract. There is no workflow notification associated with contracts.

The Purchasing Contracts Administrator approves the contract on the **Add/Update Contracts** page. For more information about procurement contracts, please refer to the course titled **501 PR348: Entering Procurement Contracts**.



Procurement Contract Approval Steps

Procurement contracts require one level of approval. In order for a contract to be used it must be approved.

- **Purchasing Contracts Administrator:** Follow the appropriate agency policies and procedures for any manual evaluation, processing, and approval required for contract approval.

Procurement contracts are approved on the **Add/Update Contracts** page.

You can navigate to this page using the following path:

Main Menu > Procurement Contracts > Add/Update Contracts

To approve a procurement contract:

- Click the **Status** drop-down box, select **Approved**. The contract will not be available if the contract's **Status** is **Open** or **Draft**.
- Click **Save**.
- New versions to a contract may be needed and the contract will need to be reapproved. For example, if the contract's expiration date has passed and it is updated, the contract will need to be reapproved.



Procurement Contract Approval Steps (continued)

CARDINAL Home | Worklist

Favorites | Main Menu > Procurement Contracts > Add/Update Contracts

New Window Help

Contract Entry Contract

SetID: STATE

Contract ID: 000000000000000000000041159

*Status: **Approved**

Administrator/Buyer: Rhodes, Patricia (VDOT)

Contract Version

Version: 1 Status: Current

Approved Date: 12/06/2012

Header

Process Option: Purchase Order [Edit Comments](#) [Activity Log](#)

Vendor: JOHN DEERE CO [Contract Activities](#) [Document Status](#)

Vendor ID: 0000015678 JOHN DEERE CO [Primary Contact Info](#) [Thresholds & Notifications](#)

Begin Date: 12/12/2012 [Contract Releases](#) [View Changes](#)

Expire Date: 12/11/2017 [Current Change Reason](#)

Renewal Date: [Contract Reference](#)

Currency: USD CRRNT

Primary Contact: 1 Accounts Payable

Vendor Contract Ref:

Description: Seasonal Tractor Rental

Master Contract ID:

Tax Exempt

Amount Summary

Maximum Amount: 0.00 USD

Line Item Released Amount: 239,767.00

Category Released Amount: 0.00

Open Item Released Amount: 84,227.50

Total Released Amount: 323,994.50

Order Contract Options

Contract Items

Contract Categories

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display Correct History



Lesson 5: Summary

In this lesson, you learned:

- How to Approve Procurement Contracts



Course Checkpoint

Now is your opportunity to check your understanding of the course material. Read the questions, select your answers and click **Submit** to see if you chose the correct response.



Approvers can approve or deny parts of a requisition or purchase order?

- True
- False

Which of the following Procurement items are approved through a pagelet?

- Requisitions
- Contracts
- PCard and ISSP transactions
- None, they are all approved on the page or through the worklist



Course Summary

In this course, you learned:

- Understand the Regular Requisition Approval Process
- Understand the WebIMS Requisition Approval Process
- Understand the Purchase Order and Change Order Approval Process
- Understand Strategic Sourcing Event Collaboration
- Understand the PCard Approval and ISSP Approval Process
- Understand the Procurement Contract Approval Process



Course Evaluation

Congratulations! You successfully completed the **501 PR343: Procurement Approvals** course. Please use the evaluation link to assess the course.

[Click here to access the survey](#)

Once you have completed and submitted the survey, close the survey window. To close the web based training course, click the 'X' button in the upper right corner.



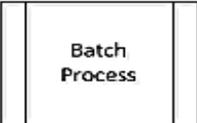
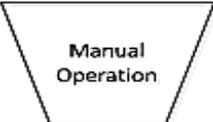
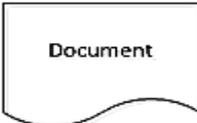
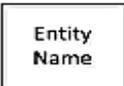


Appendix

- Flowchart Key



Flowchart Key

Flowchart Key			
	Depicts a process step or interface.		Indicates point at which the process begins. Does not represent any activity.
	Specifies a batch process.		Indicates point at which the process ends. Does not represent any activity.
	Depicts a process step that is performed manually.		Depicts a document of any kind, either electronic or had copy.
	Defines the possible outcomes of a decision or analysis that took place in a step immediately preceding.		Indicates an On-Page or Intra Process Connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page.
	Represents an entity (person, organization, etc.).		Connects steps between business processes.